



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
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WASHINGTON, DC 20350-2000

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OPNAVNOTE 5430
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OPNAV NOTICE 5430

From: Chief of Naval Operations
To: OPNAV Principal Officials

Subj: CHANGE TO THE ORGANIZATION OF THE OFFICE OF THE CHIEF OF
NAVAL OPERATIONS, DEPUTY CHIEF OF NAVAL OPERATIONS
(MANPOWER AND PERSONNEL) (N1)

Ref: (a) OPNAVINST 5430.48D

Encl: (1) Mission and Functions for Financial Management
Division, N10

1. Purpose. To announce changes to the organization of the Office of the Chief of Naval Operations with regard to financial management of manpower and personnel.

2. Background. The Deputy Chief of Naval Operations (Manpower and Personnel) (DCNO (M&P)) (N1) initiated a review of directorate functions and responsibilities. One result of that review was a determination that N1 should have a single advisor on all financial matters in order to streamline financial processes within N1.

3. Organization Changes

a. Director, Financial Management Division, CNO (N10) will serve as the senior advisor to DCNO (M&P) on all financial matters. CNO (N10) is additional duty for Assistant Chief of Naval Personnel for Financial Management, Pers-7.

b. N10T, Technical Coordinator, is retitled Information Systems Support Office.

c. N100, Budget Branch and N101, Financial Control Branch are merged into a new N101, MPN/RPN Branch.

d. N120, Program and Budget Branch, Total Force Programming, Manpower and Information Resources Management Division (N12) is merged with N102, Central Operating and Program (COAP) Support Branch.

(1) N102 is retitled Program and Requirements Branch.

(2) N120 is disestablished.

e. Revised mission and functions for N10 are contained in enclosure (1).

4. Action

a. Chief of Naval Operations (N1) will

(1) Within 30 days of the date of this Notice, submit Standard Forms 52 to effect the alignment of OPNAV civilian personnel as described in this Notice.

(2) Within 60 days of the date of this Notice, submit revised mission and function statement for N12 to reflect the alignment of N120 to N10.

(3) Within 30 days of the date of this Notice, revise N-code organization information in the NMCI Global Address Listing and on HQWeb to reflect current organization alignments.

b. Chief of Naval Operations (DNS) will:

(1) Submit TFMMS changes to Director, Field Support Activity to reflect current alignment of billets.

(2) Revise reference (a).

5. Form. Standard Form 52 (Rev 7-91), Request for Personnel Action, may be obtained from GSA Forms Library at:

<http://www.gsa.gov/Portal/gsa/ep/formslibrary.do?formType=SF>.

A. T. CHURCH III
Vice Admiral, U.S. Navy
Director, Navy Staff

Copy to:
Electronic only, via Navy Directives Website
<http://neds.daps.dla.mil>

FINANCIAL MANAGEMENT DIVISION
N10

Mission: To provide overarching financial advice to N1 in all aspects of PPBE and fiduciary processes; to coordinate development of the Military Personnel, Navy (MPN) appropriation and portions of the Reserve Personnel, Navy (RPN) appropriation; and to provide primary oversight of and representation for programming, financial management for Manpower and Personnel (MP) and N1 resources.

Functions:

1. N10 is additional duty for the Assistant Chief of Naval Personnel for Financial Management (Pers-7).
2. Prepares appropriate budget submissions.
3. Monitors performance against the approved budget.
4. Acts in a fiduciary capacity for execution of the MPN appropriation and for that portion of the RPN appropriation allocated to N1.
5. Justifies and defends the Navy military personnel budgets.
6. Provides an effective and independent analysis capability to review program performance in relation to approved plans and objectives.
7. Serves as resource sponsor for MP information resources (IR).
8. Serves as Military Personnel, Navy (MPN) appropriation sponsor.
9. Serves as Resource Sponsor for N1 assets including responsibility for programming resources in support of MP issues; justifies and tracks N1 programmed resources through the budget process.

10. Provides and coordinates internal processes applicable to planning and executing financial/manpower/personnel policy management. (N10T)
11. Serves as advocate for improvements to business practices and support systems. (N10T)
12. Coordinates research, development and analysis initiatives in support of the N10 mission; and interfaces with external providers of information resource systems which impact N10 functions. (N10T)
13. Acts as principal administrator of funds for DON in all matters relating to the financial management of MPN appropriation. (N101)
14. Briefs and supports, as necessary, superiors and senior program witnesses at formal budget hearings. Briefs manpower budget issues to congressional staffs. Acts as the senior financial advisor for military manpower programs. (N101)
15. Develops, in conjunction with OPNAV Appropriation Sponsors, recommended action and alternatives for the CHNAVPERS' Military Personnel POM and budget submissions. (N101)
16. Prepares the Future Years Defense Program (FYDP) for military personnel, both active and reserve, and its prescribed program packages and elements including its relationship to budgets in accordance with the FYDP Program Structure. (N101)
17. Plans, schedules, and directs the review of the military manpower policies, objectives, and goals: for conformity with budget guidance including required adjustments to accommodate changes in budget guidance; for adequacy of estimates for approved programs; for adequacy of justification and validity of pricing; for the required degree of consistency in treatment of resource requirements in support of manpower programs; and for overall balance of priorities within resource guidelines and availabilities. (N101)
18. Prepares reclama material for any change in estimates made by the various review levels. (N101)

19. Prepares and submits the annual Military Personnel, Navy Operating Plan inclusive of all Congressional actions for approval by CNO; monitors performance and advises N1 of significant deviations from plan and of actions necessary to remain within available funding. (N101)
20. Supervises and controls the apportionment, allocation, reallocation, and use of MPN funds as appropriate; assures that financial actions recommended to N1 are realistically supported by documented evidence of requirements, costs, and feasibility of successful accomplishment. (N101)
21. Reviews, validates, and corrects the official financial statements for the MPN and RPN (Training and Administration of Reserves (TAR)) appropriations for external reporting; provides current analyses of the financial statements to CHNAVPERS. (N101)
22. Determines preliminary and final obligations for the MPN and RPN (TAR) budget program and activities for both manpower and permanent change of station programs. (N101)
23. Justifies and prepares reprogramming documents to fund new or emergent manpower requirements. (N101)
24. Reviews and validates the official financial statements for MPN and RPN; reviews, validates, and prepares transportation billings for processing at Defense Accounting Offices; reviews, validates, and/or prepares reimbursable agreements. (N101)
25. Maintains fiduciary and managerial control of funds and costs and related records. (N101)
26. Reviews and validates all MPN expenditures; ensures proper distribution of expenditures to the appropriate MPN element; validates all transportation bills and unemployment compensation bills. (N101)
27. Provides primary oversight of and representation for programming, financial management for manpower and personnel (MP) to provide an effective and independent analysis capability to review program performance in relation to approved plans and

objectives; to act as the resource sponsor for MP information resources (IR). (N102)

28. As the Military Personnel, Navy (MPN) appropriation sponsor, oversees the development and monitors the execution of the MPN appropriation account and MPN/ RPN manpower. (N102)

29. As Resource Sponsor for N1 assets, participates throughout the PPBE cycle; responsible for programming resources in support of MP issues; justifies and tracks N1 programmed resources through the budget process. (N102)

30. Coordinates across the N1 divisions the array of actions implicit in the N1 resource sponsor role during programming and budget development including development of the SPP or SCP. (N102)

31. Coordinates and develops the SCP and ISCP and presents the N1 position to flag level program reviews and appraisals. (N102)

32. Acts as program sponsor for resourcing Navy active and reserve military MPT information requirements. Provides resource sponsor chop on acquisition documentation. (N102)

33. Conducts rapid independent analysis of any issues dealing with manpower and personnel. (N102)

34. As Sponsor for MPN Appropriation and N1 resources, provide guidance to track programmed resources from programming to budget execution. Coordinate N1 participation with FMB, OSD, OMB and Congressional budget reviews, providing guidance on responsibilities, distributing marks and ensuring responses and address issues; assists claimants in justifying N1 resources; and serves as N1 point of contact for program and budget issues. (N102)

35. Analyzes or assesses programming and execution of the Navy's Individual Account (IA). Develops and implements plans and policies for management of the IA (non-unit manpower) structures. (N102)

36. Provide overall guidance and coordination of assessments for manpower, personnel, and quality of life matters throughout the PPBE Cycle. (N102)

37. Provides military manpower funding controls for major claimants; coordinates periodic updates of the MPN and RPN Future Years Defense Program (FYDP); acts as a major manpower claimant for Central Operating Activity (COA) and provides budget support services. (N102)

38. Performs duties of a major manpower claimant including reviewing manpower requirements for activities under COA claimancy and coordinating and formally completing Subspecialty Reviews. (N102)